

**Office of the Director – Executive Office  
Contact/Assignment List**

**Office of Administrative Services & Resources**

<b>Name</b>	<b>Title</b>	<b>Areas Serviced</b>	<b>Major Responsibilities/ Special Assignments</b>	<b>Phone</b>	<b>Fax</b>	<b>Bldg/Rm</b>
<b>Anita Brooks</b>	Chief Office of Administrative Services & Resources	OD All ★IMOD ★OGC ★OGC/E ★OM ★OGC/BAL ★NEO	★ Temporary organization assignments until vacancy is filled	496-2511	402-1229 or 594-3592	Bldg 2/Rm 1W21
<b>Charles Baron</b>	Administrative Officer	ES OBSSR OCL OLPA OSMP	<ul style="list-style-type: none"> <li>• Full Service AO duties: Space, Budget, Travel, Human Resources, and Procurement</li> <li>• Special Assignments: <ul style="list-style-type: none"> <li>- Occupant Emergency Coordination</li> <li>- Purchase Card Coordinator</li> </ul> </li> </ul>	496-2511	402-1229 or 594-3592	Bldg 2/Rm 1W15I
<b>Lorraine Chandler</b>	Administrative Technician	OD All	<ul style="list-style-type: none"> <li>• Full Service Administrative Tech duties: Space, Budget, Travel, Human Resources, and Procurement</li> </ul>	496-2511	402-1229 or 594-3592	Bldg 2/ Rm 1W15C
<b>Theresa Franklin</b>	Administrative Officer	OHR	<ul style="list-style-type: none"> <li>• Full Service AO duties: Space, Budget, Travel, Human Resources, and Procurement</li> <li>• Special Assignments: <ul style="list-style-type: none"> <li>- EHRP</li> </ul> </li> </ul>	496-2511	402-1229 or 594-3592	Bldg 2/ Rm 1W15J

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<b>Sharron Hamilton</b>	Stay-in-School Student	OD All	<ul style="list-style-type: none"> <li>Miscellaneous clerical duties</li> </ul>	496-2511	402-1229 or 594-3592	Bldg 2/ Rm 1W15A
<b>Evadne Hammett</b>	Administrative Officer	OB OSP Roadmap	<ul style="list-style-type: none"> <li>Full Service AO duties: Space, Budget, Travel, Human Resources, and Procurement</li> <li>Special Assignments: - ADP/DELPRO/Print Review</li> </ul>	496-2511	402-1229 or 594-3592	Bldg 2/ Rm 1W15H
<b>Sharon Mathsen</b>	Administrative Officer	OHR OSMP	<ul style="list-style-type: none"> <li>Full Service AO duties: Space, Budget, Travel, Human Resources, and Procurement</li> <li>Special Assignments: - EHRP</li> </ul>	496-2424	402-0345	Bldg 1/ Rm B1-59

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Name	Title	Areas Serviced	Major Responsibilities/ Special Assignments	Phone	Fax	Bldg/Rm
<b>Dave Talley, Sr.</b>	Administrative Officer	ACD CCR OFACP NBRSS	<ul style="list-style-type: none"> <li>• Full Service AO duties: Space, Budget, Travel, Human Resources, and Procurement</li> <li>• Special Assignments:               <ul style="list-style-type: none"> <li>- ADP/DELPRO/Print Review</li> <li>- ITAS/timekeeping policies</li> <li>- NIHITS Coordinator</li> <li>- NED Coordinator</li> <li>- Preferential (Red) Parking Coordinator</li> <li>- Property</li> <li>- Travel Card Coordinator</li> <li>- Reserved Parking</li> </ul> </li> </ul>	496-2511	402-1229 or 594-3592	Bldg 2/ Rm 1W15D
<b>Amanda Tuma</b>	Stay-in-School Student	OD All	<ul style="list-style-type: none"> <li>• Miscellaneous clerical duties</li> <li>• NIH Merit Awards</li> <li>• Support functions</li> </ul>	496-2511	402-1229 or 594-3592	Bldg 2/ Rm 1E16F